

Your first electronic signature project

**from theory
to action plan**

When are electronic signatures appropriate?

<http://www.sosaz.com/pa>

When is an electronic signature appropriate?

Consider who, what, where, when, how & why as you move a business process to an electronic business process.

A business process that requires a form, a receipt, an oath, etc.

Electronic Signature!

A business process that involves the ongoing placing of orders, on-line fund transfers, data exchanges, etc.

Usually *not* an Electronic Signature!

**Often need some form of identification or proof
(e.g. PIN #, picture taken at ATM machine)**

Often can have a contract establishing the prescribed protocol and consequences for not fulfilling the transaction.

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For an initial Project:

How do I identify an appropriate business transaction for an electronic signature? How do I identify an appropriate Project?

- Does it involve a document?
- Determine type of signature used (is one needed?)
- Does it need to be witnessed? An oath? (not a good prospect)
- Would it be a convenience without significant risk to agency assets or that of the other parties
- Could it improve workflow without being a significant investment risk
- Scope: Frequency of transactions? Volume? Population?
- Records retention requirements?

Examples:

- Internal multiple signature processes
(e.g. procurement, vendor payment approval)
- Intranet/Internet forms (ideally with a small, focused group of signers)

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Sample
Digital Government Pilot Analysis

Lobbyist Registration and Reporting

When is an electronic signature appropriate?

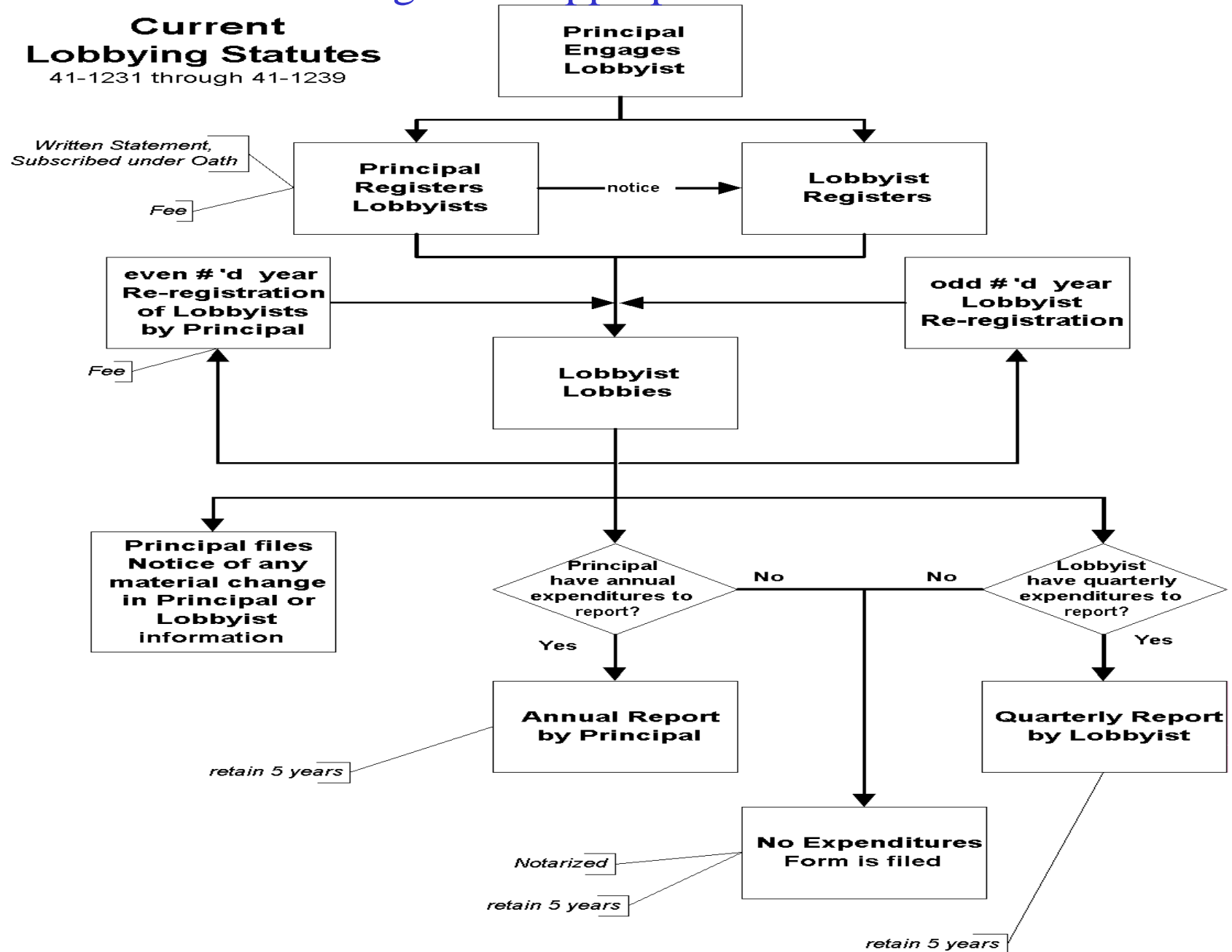
Pilot risk/reward analysis

- 1) What is the purpose of this process?
- 2) What is gained in making this an electronic process?
- 3) What are risks of disrupting this process?
- 4) Who will be using this?
Is it only internal? (a less risky pilot)
- 5) What statutes & regulations affect this business purpose?
- 6) Any legal (court or state administrative procedures)
that might require stored evidence or records retention?
 - a) What kind of evidence?
 - b) How long?
 - c) How do you ensure the integrity and reliability of that evidence?

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Current Lobbying Statutes

41-1231 through 41-1239



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Possible Electronic Filing

Lobbying Statutes

41-1231 through 41-1239

*Written Statement,
Subscribed under Oath*

Fee

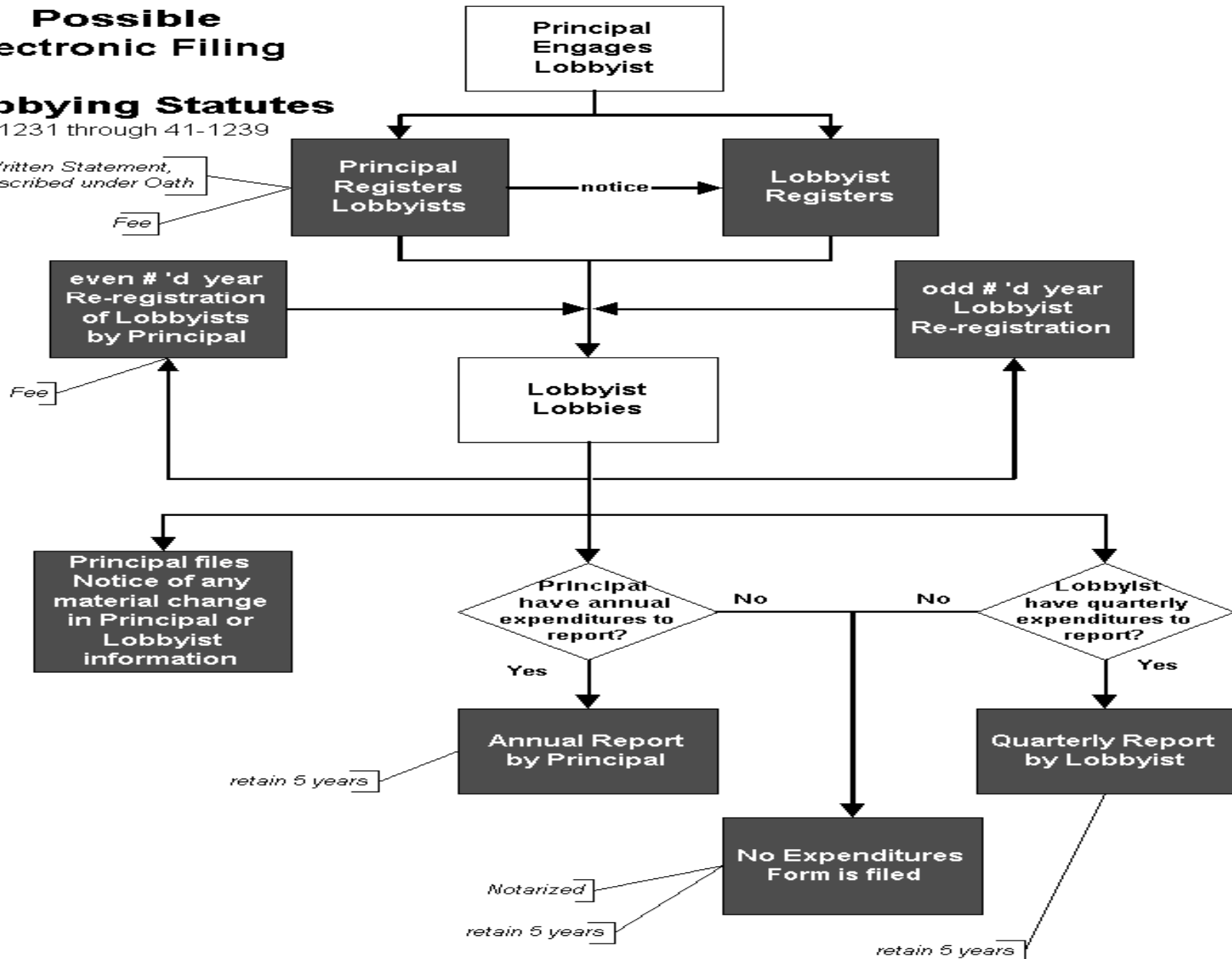
Fee

retain 5 years

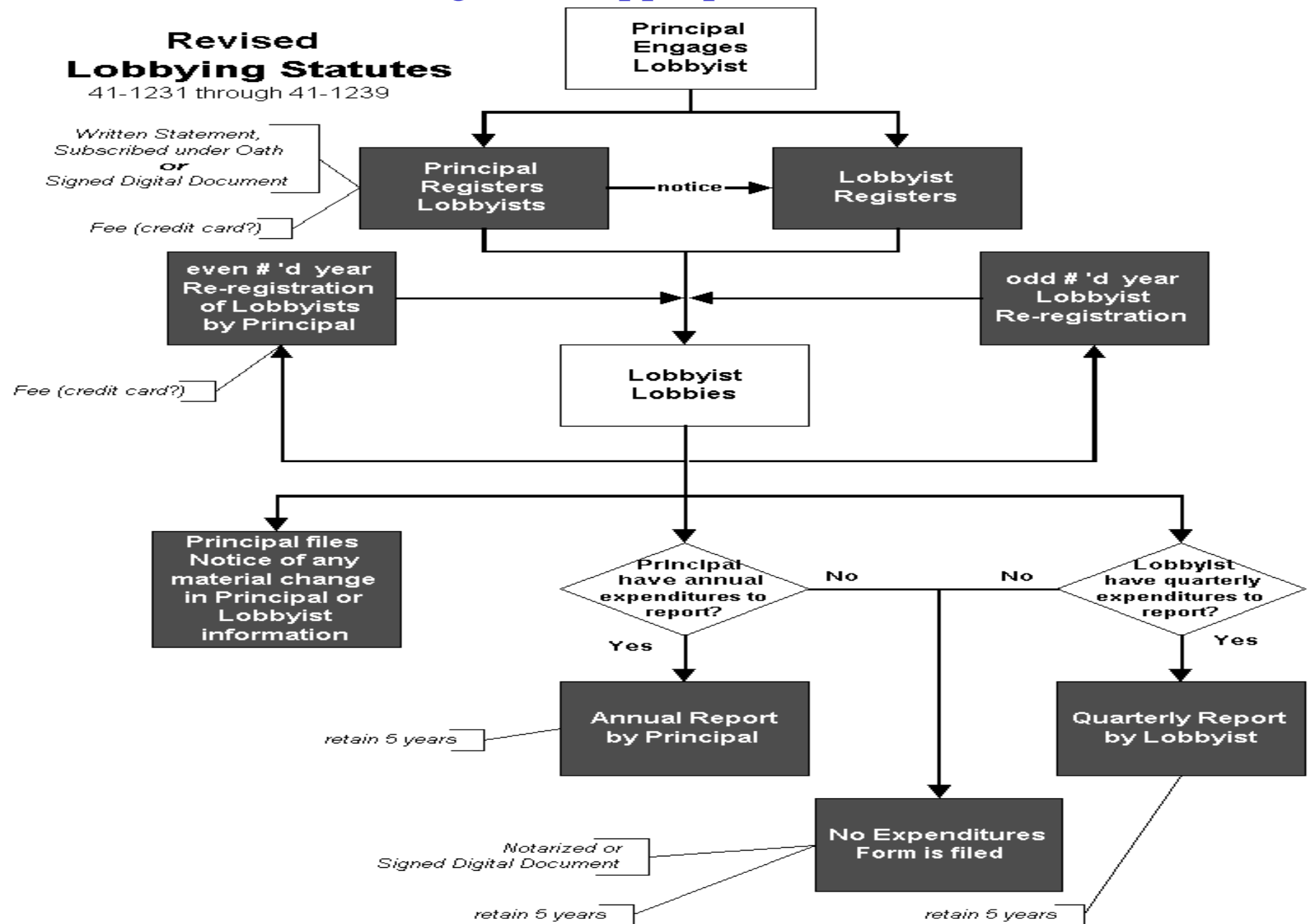
Notarized

retain 5 years

retain 5 years



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ARS 41-1236. Reports and statements under oath

All reports and statements required under this article shall be made under oath, before an officer authorized by law to administer oaths.

All reports and statements required under this article shall be made under oath, before an officer authorized by law to administer oaths, or shall be signed by an electronic signature as defined by A.R.S. 41-132.

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41-1232. Registration of principals; fee

A. Except as provided in subsection B, before any principal causes any lobbying to occur on its behalf, the principal shall register with the secretary of state by filing a **written statement, subscribed under oath**, containing the following information:

Except as provided in subsection B, before any principal causes any lobbying to occur on its behalf, the principal shall register with the secretary of state by filing either a written statement that is subscribed under oath or an electronic statement signed by an electronic signature as defined by A.R.S. 41-132, containing the following information:

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41-1232.02

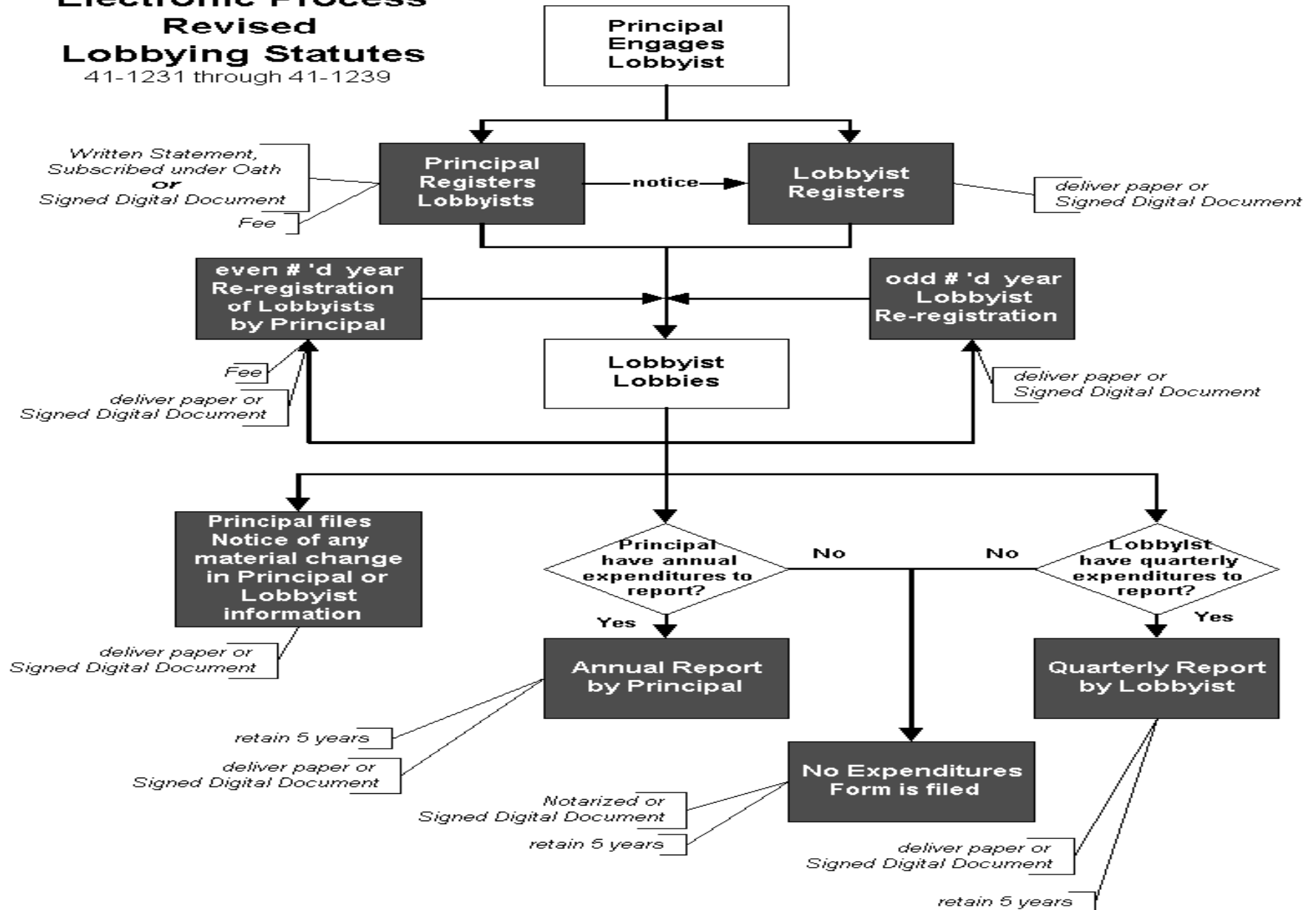
H. If a principal, lobbyist for compensation or designated lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the principal, lobbyist for compensation or designated lobbyist may sign a **notarized** form prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

41-1232.02

H. If a principal, lobbyist for compensation or designated lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the principal, lobbyist for compensation or designated lobbyist may sign a form prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

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Electronic Process Revised Lobbying Statutes 41-1231 through 41-1239



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